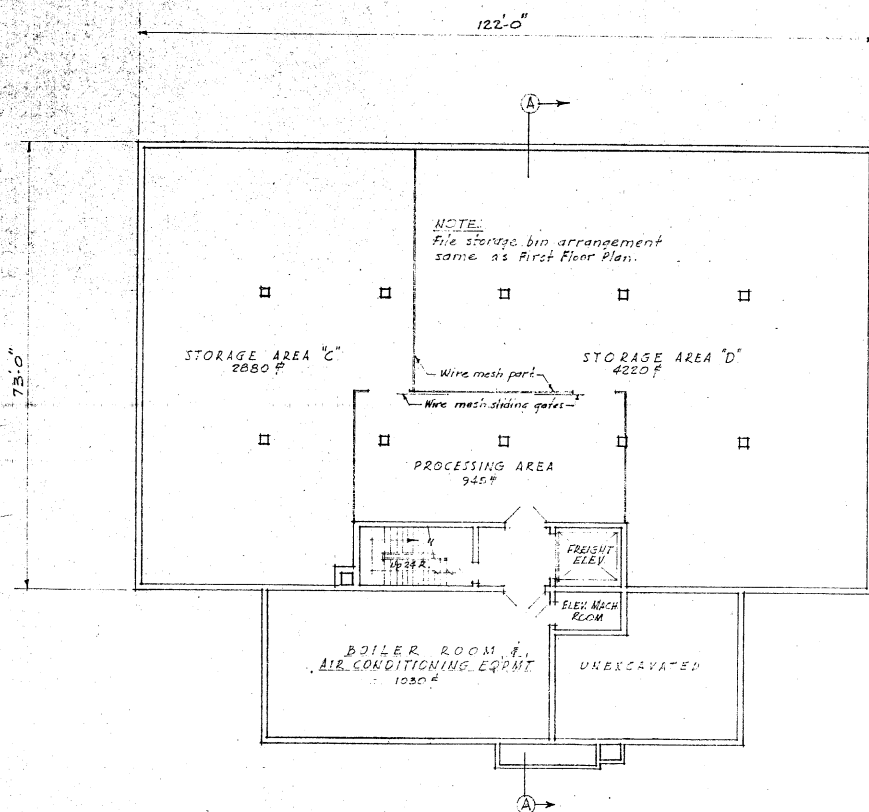


~~SECRET~~  
~~CONFIDENTIAL~~



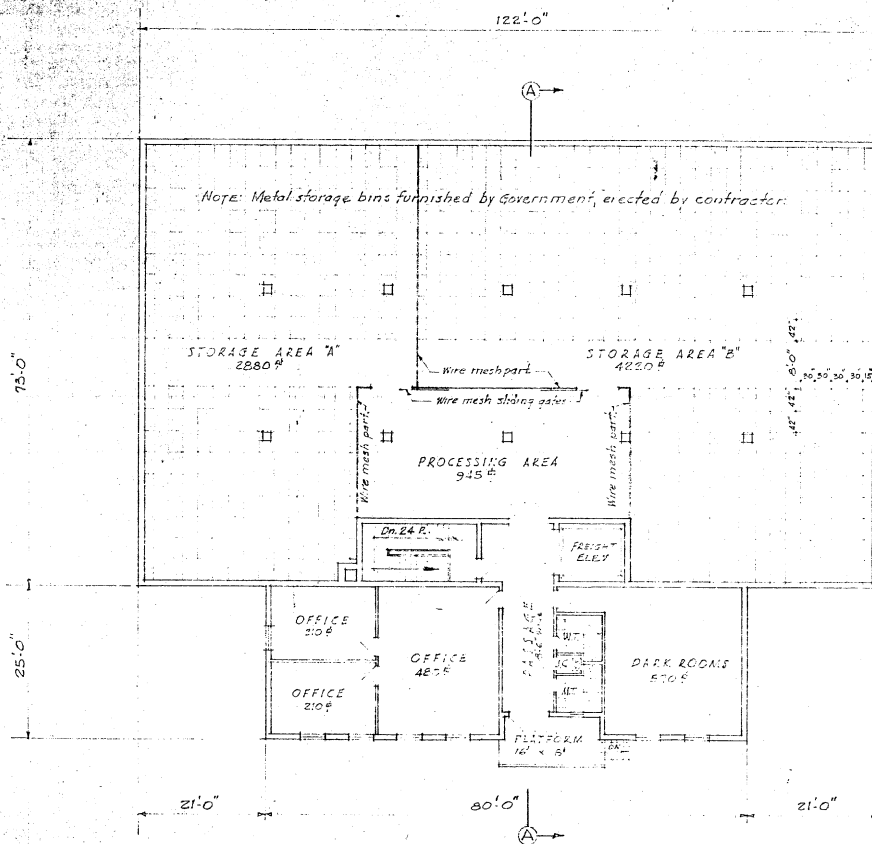
BASEMENT PLAN  
Scale 1/16" = 1'-0"

PROPOSED RECORDS STORAGE BUILDING

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~~CONFIDENTIAL~~



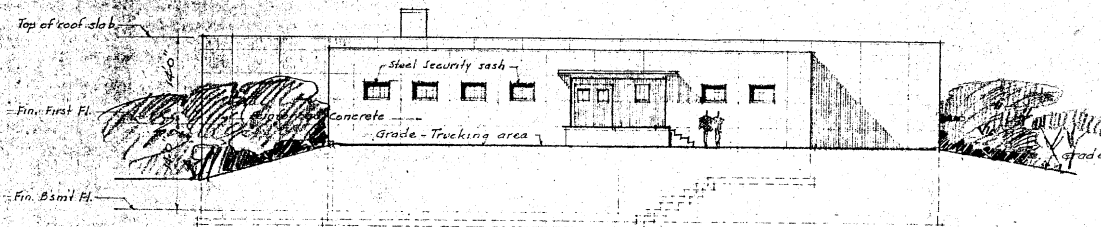
FIRST FLOOR PLAN - UPPER LEVEL

PROPOSED RECORDS STORAGE BUILDING

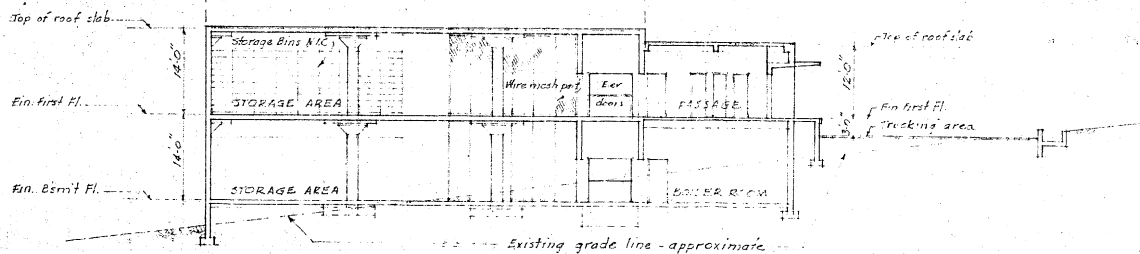
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NORTH ELEVATION  
scale 1/16" = 1'-0"



SECTION A-A  
scale 1/16" = 1'-0"

PROPOSED RECORDS STORAGE BUILDING

3

25X1A6d

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## APPENDIX E

## Fiscal Year 1953

25X1A6d



1 24-hr. guard post	\$ 21,020.04
Annual lease	10,500.00
Operation & Maintenance	<u>8,962.00</u>
Total	\$ 40,482.04

## Fiscal Year 1954

25X1A6d



(4 mo. pro-rated from above)	\$ 13,494.00
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25X1A6a



1 24-hr. guard post	21,020.04
Annual lease	6,000.00
Operation & Maintenance	<u>7,440.00</u>
Total	\$ 47,954.04

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APPENDIX F

RECORDS CENTER CAPACITY REQUIREMENTS

It is estimated that an Agency Records Center of 25,000 sq. ft., with a capacity of 50,000 cu. ft. of records, will be filled in from 5 to 10 years. There are no experience figures available, but the following factors were considered in arriving at the estimate:

- (a) Total Agency records holdings - 92,000 cu. ft.  
(Appendix A)
- (b) Annual accretion of records - 20,000 cu. ft.  
(Appendix B)
- (c) Annual volume of records to be retired - 8,000 cu. ft. (Appendix C)
- (d) Capacity of Records Center - 50,000 cu. ft.  
(Appendix F)
- (e) The completion date of initial inventories of present record holdings and the development of the related records control schedules. (A minimum of 2 years to cover the entire Agency.)
- (f) The time required and the extent of success in changing present systems to provide annual cut-offs which will permit systematic periodic retirement of records.
- (g) The volume of records which:
  - (1) Can be destroyed by offices without transfer to the Center.
  - (2) Transferred to the Center and destroyed after retention periods of 1 or more years.
  - (3) Transferred to the Center for permanent retention in present form.
  - (4) Transferred to the Center for microfilming for permanent retention.

In view of the above considerations, it appears that the Agency will have to establish and operate a Records Center of from 60,000 to 70,000 sq. ft. of space in 10 to 20 years, although such a requirement cannot be fully justified at this time. For this reason, a conservative approach would be the establishment of a 25,000 sq. ft. Records Center, constructed in such a manner that it can be readily expanded to meet future needs. This expansion is possible in a building constructed at the ~~Washington Field Station~~.

25X1A6d

COMPARATIVE CUMULATIVE COST OF OFFICE AND  
RECORDS CENTER STORAGE OF INACTIVE AGENCY RECORDS

Inactive Records		OFFICE STORAGE				CENTER STORAGE	Savings
Accumulations 1/ Fiscal Cubic		File Cab. Required	Cab. Replace- ment Value	Cab. Space Cost	Office Stor- age Cost	Equipment and Building Cost 3/	Cumulative
Year	Feet						
1954	8,000	1,000	\$ 235,000	\$ 11,400	\$ 246,400	\$412,177	\$165,777 (minus)
1955	16,000	2,000	470,000	34,200	504,200	419,354	84,846
1956	24,000	3,000	705,000	68,400	773,400	426,531	346,869
1957	32,000	4,000	940,000	114,000	1,054,000	433,708	620,292
1958	40,000 2/	5,000	1,175,000	171,000	1,346,000	440,885	905,115 4/

1. It is estimated in Appendix C that approximately 8,000 cu. ft. of records will be transferred to the Records Center annually. On the basis of this estimate, the above figures indicate that the Center will be filled to capacity in about 5 years and at that time expansion will be necessary. Although the volume of records to be retired will continue at the rate shown above, the volume of inactive records to be housed will accumulate at a somewhat reduced rate after the first few years of operation. This will be accomplished through the development and application of Records Control Schedules under which a portion of such records can be destroyed upon the expiration of established retention periods approved by officials of the responsible offices.
2. Records Center capacity is assumed to be in the ratio of 2 cu. ft. of records for every 1 sq. ft. of available floor space. This is a minimum figure established by the GSA in the operation of ten Federal Records Centers. It takes into consideration the space needs for aisles and offices.
3. Includes an estimated \$405,000 for construction and the cost of the storage equipment for the accretions of each year.
4. In computing the saving, the salaries of Records Center operating personnel are not accounted for because this cost will be more than offset by the savings in the salaries of office personnel, i.e. more time is required to maintain and service inactive records in office space than is required when the records are stored in a Records Center.

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